

Part 1 a segregates in the same journal the Governor's official messages to the legislature wherein he regularly surveyed conditions in the state and made proposals for reform. As a matter of convenience, in many cases the printed series of messages will be included under Part 1 a, but in other cases these will be grouped under Class D along with reports of administrative agencies. Part 1 b segregates in a single journal or in a printed series the Governor's proclamations. Part 1 c carries a record of the Governor's appointments and commissions. Part 1 x includes miscellaneous functions of the executive office such as pardons, requisitions, etc., and cases in which a number of functions are combined in the same record book. E.1 x also includes records in the form of miscellaneous papers of the executive department.

Part 2 of Class E includes the Governor's official letterbooks and his miscellaneous correspondence and papers when such correspondence was kept in a separate series rather than in a general executive journal. When there are a series of transcribed letterbooks and a series of loose or mounted papers, the identification symbol for the first will bear lower case "a" after Part 2 and the second lower case "b".

Part 3 contains the records of the Secretary of the colony, territory or state such as journals or miscellaneous papers in book form. If both series are found in the same jurisdiction, lower case "a" following the part number will designate the first and lower case "b" the second. Originally, the Secretary's functions were primarily executive as he was closely associated with the Governor and often acted for him in his absence. As time passed, however, many of his duties became administrative and eventually a separate department of state developed.

Part 4 includes the proceedings and reports of extraordinary bodies which have exercised executive authority on occasions such as Interim Committees of the Revolutionary period or Boards of War created for emergency purposes.

Part X provides a catch-all for miscellaneous executive records that do not fit into one of the regular categories.

Materials forming Class E consist almost entirely of manuscript records and the technique of their arrangement has been mainly archival. Location symbols in the table of contents show that Class E has been furnished largely by the official archive departments of the states and from the holdings of a number of historical societies. Individual items, however, have been contributed by various libraries and private collections.

Terminal extensions made to any of the parts of Class E in the future will continue the regular order of numbering the reels of the series involved. A collateral series added will be indicated in the identification symbol following the part number by lower case "s";